



# CITY OF SOUTH BEND

## COMMUNITY INVESTMENT

Santiago Garces, Executive Director

NEIGHBORHOOD SERVICES & ENFORCEMENT

### Payoff Request

*This document is to be used only to provide payoff information and may not be altered or used for any other purpose. For all other requests, a standard Access to Public Records Request form must be used.*

Name of Requesting Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

#### Payoff Request for Invoices and/or Fines (Tickets) Owed by:

☐ Owner Name: \_\_\_\_\_

Property Address(es) Owned: \_\_\_\_\_

\_\_\_\_\_

☐ Property Address\*: \_\_\_\_\_

Current Recorded Owner of this Property? ☐ Yes or ☐ No

\* This option is what is typically requested or needed in the event of a property sale or transfer.

#### Mail, Email, or Fax Completed Form to:

Neighborhood Services & Enforcement  
1300 County-City Building  
227 W. Jefferson Blvd.  
South Bend, IN 46601-1830

Email: [CodeEnforcementBilling@southbendin.gov](mailto:CodeEnforcementBilling@southbendin.gov)  
Fax: (574) 235-7703

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#### INTER OFFICE USE ONLY

Employee Handling Request: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_